Agenda
FOIA Meeting
February 2017

- OGC items
  - Lessons learned
  - Definition of a Record (https://www.justice.gov/oip/blog/oip-issues-new-guidance-definition-record-and-processing-records-responsive-request)

- Updates
  - Annual Report to the Department of Justice
  - Chief FOIA Officers Report
  - eDiscovery FOIA discussion on March 1

- FOIA Intranet (http://intranet.epa.gov/foia/)
  - Meeting agendas
  - Training (new – DOJ)
  - Appeal language
  - Sample letters

- FOIA Regulations

- FOIA Conference

- FOIAonline enhancements

- Your questions

Agenda
FOIA Meeting
March 2017

- Attendance

- OGC Item
  - Boolean Searching

- Updates
  - Perfecting Requests
  - Chief FOIA Officer's Report
  - ICR Letters

- FOIA Regulations
  - FOIA Fees Decision Tree

- FOIA Conference

- Workgroup
  - Roles and Responsibilities
  - IT IM sub-initiative on FOIA

- Roundtable

Agenda
FOIA Meeting
April 2017

- Attendance

- OCFO
  - Invoices

- OGC Item
  - Boolean Searching (FOIA Coordinators/ covered in FOIA Officers call in March)
  - Exemption 2

- Updates
  - Chief FOIA Officer's Report (posted on EPA website)
  - Raw statistical data (Exemption 2)
  - FOIA Fees Decision Tree (revised version on FOIA Intranet site)

- FOIA Regulations

- FOIA Conference

- Proactive Disclosure

- Workgroup
  - Roles and Responsibilities
  - IT IM sub-initiative on FOIA

- Roundtable

Agenda
FOIA Meeting
May 2017

- Attendance

- OCFO
  - Invoices

- FOIA Regulations

- Definition of a Record (https://www.justice.gov/oip/oip-guidance/defining_a_record_under_the_foia)

- Discuss Topics for FOIA Conference

- Workgroup
  - Roles and Responsibilities

- Roundtable

Agenda
FOIA Meeting
June 2017

- Attendance

- OCFO
  - Invoices

- FOIA Regulations

- Stopping the Clock

- When to and when not to send an email to hq.foia

- Relativity Training (Nick Wittenberg)

- Discuss Topics for FOIA Conference

- ICR

    http://intranet.epa.gov/foia/FOIA-Guidance.html

- Roundtable

Agenda
FOIA Meeting
July 2017

- Attendance

- FOIA regulations discussion

- Perfecting requests

- FOIA request - Outlook searches
  - http://intranet.epa.gov/foia/MS-Outlook-Email-Search-QuickReference.html

- Transfers to HQ

- National FOIA Conference

- Roundtable

Agenda
FOIA Meeting
October 2017

- Attendance

- National FOIA Training Conference

  - Feedback
  - Follow-on

- Annual Report preparation

- Fee waiver process

- Assignments from National FOIA Office

- FOIA regulations discussion

- Roundtable